

Philip Morris Records Management Program Schedule

<u>9/6/89</u>	Joint Task Force Meeting
<u>9/12/89</u>	Joint Task Force Conference Call <i>COMMENTS SESSION</i>
<u>9/14/89</u>	Train Departments participating in Test Run (<i>Pilot Group</i>) Louisville: Plant Operations Cabarrus: Manufacturing Richmond: R&D, Engineering New York: Marketing
<u>9/18-22/89</u>	Test Run of Program in Selected Departments
<u>9/21-22/89</u>	Visits to Departments participating in tests
<u>9/27/89</u>	Evaluate Test Run with Joint Task Force and Finalize Program <i>★ Richmond Meeting</i>
<u>10/2/89</u>	Commence Implementation of Program
<u>12/2/89</u>	First 60 Day Progress Reports

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